



UTAH STATE SENATE

320 STATE CAPITOL - P.O. BOX 1451115
SALT LAKE CITY, UTAH 84114
801-538-1035 - SENATE.UTAH.GOV

The Utah State Senate
invites applications for the position of:

SENATE GENERAL SESSION RECEPTIONIST

PHYSICAL ADDRESS: Utah State Capitol
350 N State Street, Suite 320
Salt Lake City, UT 84114

CLOSING DATE: Open until filled

JOB DESCRIPTION: The Utah State Senate is seeking to fill 2 **full-time seasonal Receptionist** positions. An individual hired for this position will serve during the Legislature's annual general session. This position will require working from Monday through Friday, 8am to 5pm, from approximately January 18 to March 11, 2022.

BENEFITS: None

EXAMPLES OF DUTIES: The employee will perform a wide range of general and agency specific tasks.

- Answer telephone, screen and direct calls
- Take and relay messages
- Provide information to callers
- Greet constituents entering lobby
- Direct constituents to correct destination
- Monitor visitor access and maintain security awareness
- Provide general administrative and clerical support
- Receive and sort mail and deliveries
- Tidy and maintain the reception area

TYPICAL QUALIFICATIONS:

In addition to demonstrating diplomacy in a professional environment, applicants must have a variety of skills:

- Excellent oral and written communication skills
- Ability to deal with people in a manner which shows sensitivity, tact and professionalism
- Knowledge of principles, practices and procedures of an office environment
- Skills in Microsoft Office Products such as Word, Excel and PowerPoint
- Skill and ability to use other computer applications
- Excellent written and oral communication skills
- Ability to organize, multitask, prioritize and work under pressure and time restraints
- Ability to organize information in a clear and concise manner
- Maintains highly organized work area
- Exhibit good work ethics, integrity, and professionalism
- Nonpartisan professional demeanor

SALARY: \$12.98

If interested, please email cover letter and resume to Jennifer Storie at jstorie@le.utah.gov